

Dear Parent:

This checklist was developed to help you choose the right child care facility for you and your child. Take this checklist with you when you visit a child care facility. Place a mark in the "Yes" or "No" column for each item you observe. Compare the results of your checklist for each facility you visit to see which program has the greatest number of checks in the "Yes" column.

Name of Facility: _____

Address: _____

Phone: _____

Date Visited: _____

Person with whom you spoke: _____

THE CARE PROVIDERS

Yes No

- ☐ ☐ Do the children receive the individual attention, warmth and understanding that you would like for your child?
- ☐ ☐ Are the children encouraged to make friends with other children?
- ☐ ☐ Are the children happy as they play and talk to one another and the caregivers?
- ☐ ☐ Do caregivers recognize when a child is sad, upset or excited?
- ☐ ☐ Is an effort made to listen to and answer children's questions in ways they understand?
- ☐ ☐ Is discipline handled in a positive manner?
- ☐ ☐ Do caregivers supervise the children at all times including during naptime?
- ☐ ☐ If the child does not fall asleep during naptime is the child engaged in a quiet activity?
- ☐ ☐ Do you sense that the caregiver feels good about being with children, and has a sense of humor and enthusiasm?
- ☐ ☐ Does the caregiver have professional training in child care development?

STAFF TO CHILD RATIOS

Yes No

- ☐ ☐ Do the ratios meet the following required standards?

Infants	1:5 or 2:11
1 yr olds	1:6 or 2:13
2 yr olds	1:8
3 yr olds	1:13
4 yr olds	1:15
5 yr olds	1:20
School Age	1:20
Small Group Home	1:5 (15 max., 10 for Compensation)



HEALTH AND SAFETY

Yes No

- ☐ ☐ Are sanitary arrangements made for diaper changing procedures?
- ☐ ☐ Is the area for program activities well lit, ventilated, and free from odors?
- ☐ ☐ Are the indoor and outdoor spaces for children safe and free of hazards? For example: Radiators covered, stairways protected, windows protected, electrical outlets covered with safety caps, outdoor space fenced and free from debris, broken glass, etc.
- ☐ ☐ Are heavy pieces of furniture, such as storage shelves and bookcases, secure and stable so that they cannot tip over?
- ☐ ☐ Are emergency fire drill and evacuation procedures posted in a conspicuous place in each room?
- ☐ ☐ Are toys and equipment clean and in good repair? For example: Free from sharp edges, splinters, paint chips and loose parts.
- ☐ ☐ Are cleaning supplies locked?
- ☐ ☐ Is a written emergency record kept for each child?
- ☐ ☐ Are there background checks on all caregivers?

- ☐ ☐ Are first aid supplies readily available and does at least one person have current first aid and CPR certification?
- ☐ ☐ Are there written procedures to release your child to another person?
- ☐ ☐ Are there written procedures to follow when a child becomes sick?
- ☐ ☐ Are sick children kept separate from the other children?
- ☐ ☐ Are the meals and snacks:
 - Nutritious and attractive?
 - Inclusive of food items reflecting the children's age and cultural background?
 - Suitable to meet the needs of children on special diets?
- ☐ ☐ Is the area clean that is used for food preparation and eating?
- ☐ ☐ Do the caregivers eat with the children?
- ☐ ☐ Can children reach the toilet and sink easily and safely?
- ☐ ☐ Is the facility accessible and usable by individuals with disabilities?

ENVIRONMENT

Yes No

- ☐ ☐ Do the caregivers allow the children to engage in activities by themselves and with other children?
- ☐ ☐ Is the space arranged so that children are able to freely select materials according to their own interests and abilities, and return them when they are finished?
- ☐ ☐ Do you hear caregivers in the program giving praise and encouragement to children to enhance their self-confidence?
- ☐ ☐ As you see children participating in the program, do they seem to be enjoying the activities?
- ☐ ☐ Do the caregivers help the children learn through a variety of activities?
- ☐ ☐ Is the program well supplied with equipment and supplies, such as books, games, blocks and other manipulative toys and creative art materials?
- ☐ ☐ Are the activity areas neat, clean and attractively decorated?
- ☐ ☐ Are there spaces for active and quiet play?
- ☐ ☐ Are cultural activities planned?

PARENTS

Yes No

- ☐ ☐ Does the caregiver adequately explain the program to you?
- ☐ ☐ Will the caregiver provide you with information on a regular basis about your child's activities and progress?
- ☐ ☐ Are you encouraged to visit, observe, and participate in the program at any time while your child is participating?
- ☐ ☐ Are schedules and lesson plans posted in each activity area?
- ☐ ☐ Will field trips be supervised and written permission obtained from parents before each trip?
- ☐ ☐ Are the following items posted inside a Licensed Center's entrance area?
 - Current License
 - Name of Director
 - Name of Director's designee
 - Fee schedule and refund policy
 - Menu
 - Notice of any communicable disease or infestation
 - Notice of availability and location of facility inspection reports
- ☐ ☐ Are the following items posted inside a Certified Small Group Home?
 - Certificate
 - Menu
 - Back-up provider
 - Emergency phone numbers

STATE OF ARIZONA

Department of Health Services Office of Child Care Licensing

Office of Child Care Licensing Locations:

Phoenix Office
150 North 18th Avenue, Suite 400
Phoenix, AZ 85007
(602) 364-2539

Flagstaff Office
1500 E. Cedar, Suite 22
Flagstaff, AZ 86004
(928) 774-2707

Tucson Office
400 W. Congress, Suite 100
Tucson, AZ 85701
(520) 628-6540

<http://www.azdhs.gov/als/childcare/index.htm>.

Each office is responsible for a specific geographical area. Information regarding a facility (center or home) within each area can be obtained by calling or visiting the respective office. To determine your regional office call 1-800-615-8555.

A PARENT'S CHILD CARE CHECKLIST